



Policy Title: REGISTRATION COMMITTEE TERMS OF REFERENCE		Policy Section: IV Governance Process		Policy Number: IV-20.12
Approved By:	Date Approved:	Last Revision Date:		Board Chair's Signature:
Board of Directors	May 29, 2009	May 7, 2012	Dec 1, 2020	
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BACKGROUND

The Registration Committee's purpose, mandate, and authority is derived from the [Regulated Health Professions Act, 1991](#), CMLTO By-Laws, CMLTO Board Policies, and the Registration Committee Terms of Reference.

PURPOSE

This policy has been created to outline the CMLTO Registration Committee Terms of Reference, including the purpose, responsibilities, authority, and structure of this Committee.

The Registration Committee (the "Committee") is established as a Statutory Committee pursuant to the [Health Professions Procedural Code](#), Schedule 2 to the [Regulated Health Professions Act, 1991](#). Relevant Board Policy and/or section(s) of the CMLTO By-Law are referenced at the end of policy statements, as required.

POLICY

1.0 PURPOSE AND MANDATE OF THE REGISTRATION COMMITTEE

The Registration Committee is established to ensure the protection of the public interest by overseeing and guiding the registration processes of the College. The Committee ensures that the applicants meet the registration requirements for practising the profession in Ontario, by facilitating fair, transparent, objective and impartial decision making in the registration processes.

2.0 MANDATE-OF THE REGISTRATION COMMITTEE

2.1. Statutory Mandate

The Registration Committee protects the public interest by creating and upholding a framework to address the issues referred to it by the Registrar & CEO pursuant to [Health Professions Procedural Code](#), in order for the College



to effectively provide registration practices that are transparent, objective, impartial and fair.

2.2. Governance Mandate

The Registration Committee supports the Board of Directors by providing input, as necessary, in the development of the CMLTO Ends, Executive Limitations, and Governance Process Policies on matters identified by this Committee and providing guidance on registration policies and processes.

The Committee, in its decision-making process, will examine all relevant legal or regulatory requirements and evidence-informed guidance while considering the public interest and key risks. Further, the Committee will make recommendations to the Board of Directors, as required.

The Committee conducts its activities through the lens of and with a commitment to equity, diversity, inclusion, and justice principles of the College.

3.0 DUTIES AND RESPONSIBILITIES

3.1. Duties

The Registration Committee:

- Reviews applications, makes orders and directs the Registrar regarding these applications referred by the Registrar & CEO or matters referred back from the Health Professions Appeal and Review Board, and
- Develops policies which ensure that applications for assessment and other matters related to registration are dealt with in a transparent, objective, impartial and fair manner.

In fulfilling its responsibilities, the Registration Committee will collaborate with the Board of Directors, its committees and the Registrar & CEO in order to:

- Recommend to the Board the standards and qualifications for the issue of certificates of registration, including educational programs and examinations;
- Recommend to the Board the standards, qualifications and criteria for maintaining a certificate of registration;
- Establish criteria for the interpretation of the various equivalency clauses outlined in the Registration Regulations;
- Review and update the availability of refresher programs.



Preparation of Committee Work Plan

- An annual committee work plan is established by the outgoing committee, prior to the end of the business year. This supports the budgeting process.
- The incoming committee will review the draft work plan and only fine-tune as needed.
- The annual committee work plan for the Registration Committee is approved by the Registrar & CEO and reported to the Board.

4.0 AUTHORITY

4.1. Reporting Relationships

The Registration Committee collectively reports to the Board of Directors through the Committee Chair.

5.0 COMPOSITION

5.1. Membership

5.1.1. Committee Membership

The Registration Committee is composed of:

- At least two (2) Professional Board Members,
- At least two (2) Public Board Members, and
- At least three (3) Registrants who are not Board Members.

5.1.2. Panel Membership

Panel members of the Registration Committee shall be appointed by the Committee Chair to perform statutes-specific functions.

Pursuant to the Code, panels must be composed of at least three (3) Committee members, at least one (1) of whom shall be a person appointed to the Board of Directors by the Lieutenant Governor in Council.

The Chair of the Registration Committee, when appointing a panel, shall designate one member as the Panel Chair.

5.2 Term of Office

The term of office of a Statutory Committee member is one (1) year commencing immediately after the appointment at the first regular Board meeting of the year and expiring when a new Committee member's term of office begins. (By-Law Section 5.4.1)

5.3 Committee Chair



The Board of Directors, after considering the committee compositions proposed by the Executive Committee, appoints the members and Chairs of the committees at its first regular meeting of the year in accordance with the CMLTO By-Law.

6.0 MEETINGS

The Committee meetings are governed by the provisions of the CMLTO By-Law / Section - 5.8 Committee Meetings.

6.1. Frequency of Meetings

There will be approximately three regular Registration Committee meetings in any one year. Additional meetings can be called by the Committee Chair (CMLTO By-Law / Section - 5.8 Committee Meetings.)

6.2. Quorum

A majority of the members of the Committee, at least one of whom is a Public Board Member, constitute a quorum for any meeting of the Committee.

Three members of a panel constitute a quorum pursuant to the Code.

7.0 MONITORING AND REPORTING

The Registration Committee:

- Reports its regular actions to the Board of Directors at regular Board meetings or more frequently if required,
- Keeps the Board of Directors updated on all achievements related to the mandate of the Committee, and
- Prepares reports and other documents to enable the Board of Directors to carry out its duties.

The Committee Chair, on behalf of the Committee, is required to keep the Registrar & CEO updated on all achievements related to any regulatory mandate held by the committee.

If a specific Board motion is required on an issue or topic, the President/Committee Chair will submit a request to the Registrar & CEO that the issue or topic be included on the regular Board agenda.

8.0 RESOURCES AND BUDGET

Operations of the Registration Committee are conducted within an allocated annual budget.



9.0 ADMINISTRATIVE SUPPORT

Administrative support is provided to the Registration Committee by:

- Registrar & CEO
- Senior Director, Regulatory Programs
- Coordinator, Registration
- Other advisors, as requested

10.0 REFERENCES

The Registration Committee Terms of Reference are in line with the values outlined throughout the CMLTO By-Law and the Board Policies, and must be reviewed and implemented in conjunction with:

- [Regulated Health Professions Act, 1991](#)
- [Health Professions Procedural Code](#) / Schedule 2 to the [Regulated Health Professions Act, 1991](#)
- [Medical Laboratory Technology Act, 1991](#)
- [Ontario Regulation 207/94](#)
- CMLTO By-Law:
 - Article 5 – Committees
 - Article 6 – Code of Conduct
 - Article 7 – Conflict of Interest
 - Article 8 – Confidentiality
- CMLTO Board Policies
 - GP IV-20 Statutory and Board Committee Principles Policy
 - GP IV-22 Role of Committee Chair Policy
 - GP IV-170 Emergency Class of Registration
- Registration Committee Policy Manual